

# FULL CERTIFICATE OF OCCUPANCY APPLICATION

## For New Complex Buildings

### PART 1: SITE INFORMATION

Site Address: \_\_\_\_\_ Unit#: \_\_\_\_\_  
Building Permit #: \_\_\_\_\_

### PART 2: APPLICANT INFORMATION – COORDINATING REGISTERED PROFESSIONAL (CRP)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PART 3: APPLICATION TO INCLUDE THE FOLLOWING

Final Certificate of Occupancy Checklist  
Final Documentation Binder

### PART 4: APPLICANT SIGNATURE

CRP Signature:  Date:

Office Use Only: COO #	<input type="text"/>
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## FULL CERTIFICATE OF OCCUPANCY CHECKLIST

### For New Complex Buildings

The Documentation Checklist and all required documentation must be submitted to the Building Inspector five business days prior to Occupancy Inspection.

The Documentation Checklist and all required documentation must be submitted in a tabbed ring binder. Tabs are to correspond to the Checklist requirements below.

Building Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

#### Submission Requirements

Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	1	<ul style="list-style-type: none"> <li>▪ Full Certificate Of Occupancy Application Form</li> </ul>	
<input type="checkbox"/>	2	<ul style="list-style-type: none"> <li>▪ Fire Protection and Life Safety Demonstration Protocol / Procedure.</li> </ul>	
<input type="checkbox"/>	3	Letters of Assurance 1. Co-ordinating Registered Professional 2. Architectural 3. Structural 4. Mechanical 5. Plumbing 6. Fire Suppression Sprinklers 7. Electrical 8. Geotechnical (Temporary) 9. Geotechnical (Permanent) 10. Fire Suppression – Commercial Kitchen	

**PLANNING & DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

CITY OF NORTH VANCOUVER  
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BUILDINGPERMITS@CNV.ORG



Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	4	Professional Review Letters 1. Alternative Solutions - Letters of Completion 2. Integrated Fire Protection and Life Safety Systems (as per CAN/ULC-S1001) – Integrated Testing Coordinator – confirmation letter	
<input type="checkbox"/>	5	Fire Alarm 1. Fire Alarm Verification Certificate (as per CAN/ULC S537) 2. Fire Alarm Verification Report (Appendix C, CAN/ULC S537) 3. Certificate or Signed Contract from ULC-Listed Monitoring Agency (as per CAN/ULC S561)	
<input type="checkbox"/>	6	Provincial Approvals 1. Certificate to Operate Elevating Device (one for each device) 2. Technical Safety BC - Gas Approval 3. Vancouver Coastal Health Approval – Pools/Hot Tubs/Sprays	
<input type="checkbox"/>	7	Survey - BCLS ▪ Include setbacks, elevations, height of building and roof top structures.	
<input type="checkbox"/>	8	As-Built Drawings ▪ May be requested by the inspector ▪ Depending on site changes from approved permit drawings ▪ PDF format - each page to indicate 'As-Built' and dated	

## **Full Certificate of Occupancy Procedure NEW COMPLEX BUILDINGS**

The Co-ordinating Registered Professional is to facilitate all inquiries and documentation regarding the project.

- The Certificate of Occupancy Checklist and all required documentation to be submitted to the Building Inspector a minimum of five business days prior to final building inspections being arranged.
- Final Building Inspections and Life Safety Demonstration will be scheduled by the Building Inspector once a complete documentation package is reviewed and trade inspection approvals obtained.
- Final Building Inspections are conducted in advance of and on a separate day than the Life Safety Demonstration.
- Depending on scope of work, multiple days may be required for inspections.

In order for the City to consider occupancy, the following is to be completed:

- Full Certificate of Occupancy Application submitted
- Full Certificate of Occupancy Checklist with final documentation binder.
- Trade Permits – confirm trade contractors have obtained final approvals:
  - Electrical
  - Plumbing
  - Sprinkler
  - Plumbing Service / Drainage
  - Gas
- Contact CNV departments directly for site reviews to confirm full occupancy / final approvals obtained:
  - Fire Department
  - Engineering Department
  - Planning Department
  - Lonsdale Energy Corporation

## **Full Certificate of Occupancy Procedure NEW COMPLEX BUILDINGS**

### **Life Safety Demonstration**

As per BC Building Code, a coordinated final demonstration/witnessing of the life safety systems is to be arranged for the Authority Having Jurisdiction.

Final Building Inspections and Life Safety Demonstration will be scheduled by the Building Inspector once a complete documentation package is reviewed and trade inspection approvals obtained.

Final Building Inspections are conducted in advance of and on a separate day than the Life Safety Demonstration.

The Life Safety Demonstration to be facilitated by the Coordinating Registered Professional or Code Consultant and attended by the following:

- Co-ordinating Registered Professional
- Code Consultant
- Registered Professionals
- Contractor
- Sub-trades
- Architectural, building, mechanical, plumbing, fire suppression and electrical disciplines
- Fire Department
- Building and Trade Inspectors

Fire Protection and Life Safety Demonstration Protocol/Procedure to be provided.

To make the best use of time:

- Ensure radios and equipment are in working order.
- All areas of the building unlocked in advance for access.